December 14, 2013

Mr. Moses Hampton

4618 ¾ William Flynn Hwy.

Allison Park, PA 15101

Dear Mr. Hampton,

I hope you are well. I am writing to be considered for an overseas assignment with Talbot Thingamajig,

Inc. Specifically, I am requesting to be assigned to help open a branch of the company in Italy. I chose to

study Italy in my training course because I think Italy is an interesting country to learn about and a great

place to work. Also Italy is a busy place. It has room for more businesses to start up so I thought it would

a great place to learn about and potentially work.

Over the course of the nest 7 ½ weeks, I expect to learn about Italy’s culture, food, business etiquette

and some important phrases in Italian. Having this knowledge will let me learn more about Italy and how

to work and communicate with my co-workers and other businessmen I will meet in Italy. After this course I will have everything it takes to work in Italy with Talbot Thingamajig Inc.

Lastly, I think I would be a great addition to this team because I am a hard worker and a team player. In school I try my hardest with every assignment I get. My grades are good which shows that I try my best in every class. I am also a team player. When I have a group project I make sure I do my share of the work and get it in on time. I work well with others and make sure no one is getting left out of the group. These traits that I have make me a great option to work for you in Italy.

Thank you for your time and consideration. I look forward to hearing from you soon.

Sincerely,

Julia P. Powers

3901 parkway Ave.

Allison Park, PA 15101